



Manager's Report

for Council Meeting of July 13, 2004

FINANCE

Listed below are new businesses licensed during this period:

Business Name

A M Bookkeeping Services
B & H Entrepreneurs, LLC
Chun, Vilma V
Eclectic Gourmet
Enterprise Business Solutions, LLC
High Speed America Inc
Home & Business PC Solutions
Hopkins Language Services
H S A Leasing
Hunter Networks LLC
Island Shades
J T Hirst (new owner)
P K Construction
Potomac River Group LLC
Prosperity Mortgage Company
Shenandoah Cleaners
Simply Wireless Inc
Subway
Target Optical Shop
The UPS Store

HUMAN RESOURCES

New hires, promotions, transfers and separations for the period of June 21 – July 9, 2004:

New Hires

Joleen Easterday
Anna Acosta
Blake Hunt
Thierno Diallo
James Turner
Daniel Walters
Tami Watkins

Position

Fitness Supervisor
Custodian
Summer Maintenance Worker
Utility Plant Operator Trainee
Police Officer
Utility Plant Operator Trainee
Management Intern

Department

Parks and Recreation
Parks and Recreation
Utility Lines
WPCD
Police Department
WPCD
Executive

Promotions

Hank Woodward
Jamie Morin
Mike Nolan
Stanley See

Maintenance Worker III
Equipment Operator
Utility Meter Systems Technician
Equipment Operator

Utility Lines
Utility Lines
Utility Lines
Utility Lines

Transfers

None

Separations**Position****Department****Resignations:**

Alexandra Shabelski

Management Intern

Executive

Retirements

None

Terminations

None

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION:**

| DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY | | | |
|-------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| PLANS REVIEWED DURING THE PERIOD OF: JUNE 15, 2004 – JULY 6, 2004 | | | |
| Project Name | Project Type | Submission Number | Proposal Description |
| Arby's Resturant at Potomac Station Retail, Parcel B (605 Battlefield Parkway) | Sketch Plan | 1 st | Drive-thru restaurant |
| Oaklawn @ Stratford, Dulles Greenway Ramp D1 & Tolbert Lane TLPF-2004-0007 | P/F Development Plan | 1 st | Construction of public/private road improvements |
| Mobil Carwash @ Battlefield Shopping Center TLDW-2004-0002 | No Adverse Impact Plan | 4 th | Construction of a car wash addition to an existing gas station. |
| Prospect Hills, Section 1B, Lot 15 & Section 1D, Lot 14 TLBV-2004-0005 | Boundary Line Vacation Plat | 1 st | Vacation of a boundary line between two single family detached residential lots. |
| Woodlea Manor Water Booster Pumping Station TLCI-2003-0003 | Capital Improvement Plan | 3 rd | Construction of a water booster pumping station. |
| River Creek, Landbay P, Phase VII, Section 4A | Easement Plat | 3 rd | |
| River Creek, Landbay P, Phase VII, Section 4C | Easement Plat | 3 rd | |
| Battlefield Marketplace (Khol's) TLES-2004-0005 | Easement Plat (off site) | 2 nd | |
| Rosebrook/Johnston Property TLCD-2003-0002 (207 Fairview Street) | Construction Drawings | 3 rd | Construction of 20 single family detached residential dwelling lots. |
| Catoctin Circle Center TLPS-2004-0001 (0-100 block of Catoctin Circle behind the Giant grocery store) | Preliminary Subdivision Plat | 2 nd | Subdivision to allow for construction of 4 buildings totaling 99,200 square feet to include office, retail, bank and restaurant use. |
| Frances Hazel Reid Elementary | Revision to Approved Development Plan | 2 nd | Landscaping revisions. |

| | | | |
|------------------------------------------------------------------------|------------------------|-----------------|----------------------------------------------------------------------|
| Stowers, Phase 3, Section 4 | Construction Drawings | 2 nd | Construction of 52 single family detached residential dwelling lots. |
| Stowers, Phase 3, Section 4 | Final Plat | 1 st | Subdivision of 52 single family detached residential dwelling lots. |
| God's Children Learning Center TLES-2004-0008 (101 Davis Avenue) | Easement Plat | 1 st | Dedication of ROW. |
| Leesburg Baptist Church – Dominion Academy Modular Classroom | No Adverse Impact Plan | 3 rd | Addition of modular classroom to existing church. |
| Stratford Ryland, Landbay E (MF) DP-2000-18 | Easement Plat | 1 st | Waterline for fire line to clubhouse. |

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
JUNE 15, 2004 – JULY 6, 2004**

| Project Name | Project Type | Submission Number | Proposal Description |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Town of Leesburg WPCF Upgrade/Expansion & Utility Lines Division Maintenance Building TLCD-2003-0001 | Capital Improvement plan | 2 nd | Upgrade & expansion of existing WPCF and Utility buildings. |
| River Creek, Landbay P, Phase VII, Section 4A | Easement Plat | 3 rd | |
| River Creek, Landbay P, Phase VII, Section 4C | Easement Plat | 3 rd | |
| Frances Hazel Reid Elementary | Revision to Approved Development Plan | 2 nd | Landscaping revisions |
| Rosebrook/Johnston Property TLCD-2003-0002 (207 Fairview Street) | Construcion Drawings | 4 th | Construction of 20 single family detached residential dwelling lots. |
| Rosebrook/Johnston Property TLCD-2003-0002 (207 Fairview Street) | Deed | 1 st | Subdivision of 20 single family detached residential dwelling lots. |
| God's Children Learning Center TLPF-2004-0002 (101 Davis Avenue) | Easement plat | 1 st | Dedication of ROW |
| God's Children Learning Center TLPF-2004-0002 (101 Davis Avenue) | Preliminary/Final Development Plan | 2 nd | Reuse of an existing 2,600 square foot single family residential dwelling as a daycare center/school. |
| Potomac Station, Parcel B Convenience Store TLSE-2004-0004 (Battlefield Parkway/Potomac Station Dr) | Special Exception | 2 nd | |
| Roncaglineoe (29 Sycolin Road) Office Building | Buffer Reduction Request | 1 st | |
| CS Monroe Technology Center (Vo-Tech) TLDW-2004-0005 | No Adverse Action Plan | 1 st | Addition of temporary classroom trailer. |
| Catoctin Circle Center TLPF-2004-0012 (0-100 block of Catoctin Cir behind Giant Grocery Store) | Final Development Plan | 1 st | Subdivision to allow for construction of 4 buildings totaling 99,200 square feet to include office, retail, bank and restaurant use. |
| Leesburg Baptist Church – Dominion Academy Modular Classroom TLDW-2003-0006 | No Adverse Impact Plan | 3 rd | Addition of modular classroom to existing church. |

| | | | |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------|
| Simpson Middle School Extension of Public Water Service Line TLCD-2003- 0002 (409 Evergreen Mill Road) | Capital Improvement Plan | 4 th | Extension of water service line. |
| Rosebrook/Johnston Property TLCD-2003-0002 (207 Fairview Street) | Final Plat | 3 rd | Subdivision of 20 single family detached residential dwelling lots. |
| Stratford Ryland, Landbay E (MF) DP-2000-18 (Hope Parkway) | Easement Plat | 1 st | Waterline for fire line to clubhouse. |
| PLANS APPROVED DURING THE PERIOD OF: JUNE 15, 2004 – JULY 6, 2004 | | | |
| Project Name | Project Type | Submission Number | Proposal Description |
| Mobil Carwash @ Battlefield Shopping Center TLDW- 2004-0002 | No Adverse Impact Plan | 4 th | <i>Approved- Construction of a car wash addition to an existing gas station.</i> |
| Prospect Hills, Section 1B, Lot 15 & Section, 1D, Lot 14 TLBV-2004-0005 | Boundary Line Vacation Plat | 1 st | <i>Approved – Vacation of boundary line between two single family detached residential lots.</i> |
| Leesburg Baptist Church – Dominion Academy Modular Classroom TLDW-2003- 0006 | No Adverse Impact Plan | 3 rd | <i>Approved – Addition of modular classroom to existing church.</i> |

ZONING DIVISION

Zoning Permits Issued Residential

Edwards Landing 3 - 7 SFD @ \$200,000, 11 SFD @ \$125,000 and 5 SFD @ \$105,000
Stowers - 11 SFD @ \$100,000
Potomac Crossing 10 - 8 SFA @ \$55,000

Zoning Permits Issued Commercial

607 Potomac Station Dr - tents
18 E. Market Street - interior alteration – Loudoun County Courts Complex @\$475,000
18 E. Market Street - interior alteration – Loudoun County Courts Complex @ \$17,730
701 B East Market Street - commercial patio - Prosperity Center Del Rio @\$13,500
1063 Edwards Ferry Road - interior alteration - Battlefield Shopping Center @\$50,000
807 Edwards Ferry Road - interior fit up - Leesburg Commons clubhouse @ \$41,000
75A Plaza Street - interior fit up - Leesburg Commons clubhouse @ \$59,900
40 Catoctin Circle - new bank @ \$3,600,000
763 Potomac Station Dr - interior-fit up - UPS Potomac Station Retail @\$2,500
1001 Sycolin Road - interior fit up - Leesburg Airport
1001 Sycolin Road - interior fit up - Leesburg Airport @ \$10,000
241 Fort Evans Road - interior fit up - Leesburg Corner @ \$57,000
13 C Fairfax St. interior fit-up - Virginia Village @13,000
1079 Edwards Ferry Road - addition and alteration - Shoppers Battlefield Shop Ctr. @
\$1,280,000
50 Catoctin Circle - interior fit-up - Leesburg Office Plaza @\$30,000

Occupancy Permits Issued Residential

Potomac Station - 4 SFD & 2 SFA
Potomac Crossing - 4 SFD & 5 SFA

Edwards Landing - 9 SFD

Stowers - 4 SFD

Hamlets at Leesburg - 2 SFA/Duplex

Occupancy Permits Issued Commercial

525-G East Market Street - International Market Bellwood Commons

1001 Sycolin RD - # 4 & 5 Leesburg Airport

Special Exceptions: 28 Active or Under Review for Acceptance

1. TLSE-2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The Planning Commission public hearing was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of this application with conditions. A preview of this application is scheduled for the July 12, 2004 Council work session. **A public hearing before Council is scheduled for July 27, 2004.**
2. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.
3. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
4. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Peebles store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004 and are currently under review.
5. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004 and is currently under review by staff.
6. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

7. TLSE-2004-0006 Catoctin Circle Center - Bank: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. The applicant is currently working on resubmission of the application.
8. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments were issued on May 7, 2004. The applicant is currently working on resubmission of the application.
9. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
10. TLSE-2004-0009 Meadowbrook, Bank Drive-Thru-WEST: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 5,000 square foot bank with drive-thru. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
11. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests a 7,000 square foot Convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
12. TLSE-2004-0011 Hertz Rent-a-car: Located at 4 Cardinal Park Drive, SE in an existing auto body repair shop (Craftsman Auto Body). The applicant requests the ability to rent autos to auto body shop- patrons. Submitted April 8, 2004, resubmitted May 4, 2004; rejected for acceptance on May 12, 2004. The applicant is currently working on resubmission of the application.
13. TLSE-2004-0012 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. Request for two (2) Auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLZM-2004-0003)
14. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 228,000 sq ft of mixed retail. Submitted April 19, 2004; resubmitted April 28, 2004. Currently under review for acceptance.
15. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.

16. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 4,500 square foot bank with drive-thru. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
17. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-Thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. The applicant requests a 3,000 square foot fast food restaurant with drive- thru. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004 and is currently under review by staff.
18. TLSE-2004-0017 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission may entertain a vote at its next meeting on July 15, 2004. (See also related application TLCP-2004-0001)
19. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of that road and Chickasaw Place, N.E. The applicant Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements.
20. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
21. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
22. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
23. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004 and were

officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

24. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”:
Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
25. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”:
Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
26. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”:
Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
27. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.
28. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93 acre pad site. The application was submitted on July 2, 2004 and is currently under review for acceptance.

Commission Permits: 1 Active

1. TLCP-2004-0001 Nextel – Stealth Monopole: Located in the Fort Evans Plaza Shopping Center behind the Food Lion Grocery Store. The applicant Nextel Communications requests permission to replace an existing light pole with a telecommunications monopole. The application was officially accepted for review on May 4, 2004. The Planning Commission public hearing was held on July 1, 2004. The Commission may entertain a vote at its next meeting on July 15, 2004.

Rezoning: 6 Active or Under Review for Acceptance

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at applicant's

request to provide additional time for staff and the applicant to address outstanding issues. Staff is waiting for plans to be resubmitted.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0003 Real Estate Holdings: Located on the South side of East Market St. east of Shenandoah University campus. The applicant is requesting to amend ZM#129 Leesburg Auto Park, to allow for two (2) auto dealerships. The application was officially accepted for review on April 27, 2004 and is currently under review by staff. (See also related application TLSE-2004-0012)
6. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,020,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

Town Plan Amendments: 3 Active or Under Review for Acceptance

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catocin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004 and are currently under review.
2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant

Centex Homes seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and is currently under review by staff.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004 due to failure to meet minimum submission requirements.

Zoning Ordinance Amendments:

1. ZOAM 2004-0001: These amendments to various sections of the Zoning Ordinance were initiated by Council at the May 11, 2004 meeting under Resolution No. 2004-73. A public hearing before the Planning Commission was held on June 3, 2004. On June 17, 2004 the Planning Commission voted 5-0-2 to recommend approval of these amendments. A preview of this application is scheduled for the July 12, 2004 Council work session. **A public hearing before Council is scheduled for July 27, 2004.**

Board of Zoning Appeals Cases

BZA 04-01 Variance-301 S. King Street: The applicant PHB Cider Mills seeks a variance to permit an increase in the maximum front yard setback in the RHD (Residential Historic District) from 20 feet to 45 feet. On May 7, 2004 applicant withdrew the request for a variance in writing. At its meeting on June 7, 2004 the BZA voted 5-0 to accept applicant's withdraw of the application.

Board of Architectural Review Cases

The most recent B.A.R. meeting was held on Monday, June 21, 2004. The agenda included 21 applications; 11 were approved on the consent agenda; three were approved after discussion and seven were deferred.

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 62 Public Facility Permits issued totaling \$728,723.00
- 35 work orders issued for meter sets
- 62 requests for occupancy inspection were issued.

Capital Projects Update

- During this period, twelve plans were received and reviewed with no requests processed for water and sewer system computer modeling.
- Several meetings were held with the developers and engineers to review upcoming projects.
- The RFP for miscellaneous water and sewer system replacement projects is near completion and will be advertised soon.
- The final construction plans for the expansion and upgrade of the WPCF and Utility Maintenance Building have been received and submitted to the Planning Department for review. Planning Commission has forwarded the special exception applications for Town Council's Public Hearing.
- Updates to water and sanitary sewer system maps have begun.

- The contract for sludge removal services is in process to be awarded to the lowest bidder.
- The Woodlea Manor Booster Station Project is getting ready to be advertised in middle of July.
- Grading permit applications for the Woodlea Manor Booster Station and Utilities Maintenance Building have been submitted to Loudoun County.
- A contract for Infiltration/Inflow data analysis is being awarded to Whitman, Requardt and Associates.
- Phase I of Initial Distribution System Evaluation (IDSE) has begun. The IDSE is a requirement of EPA for monitoring the system disinfections by-products. The monitoring can be done by either sampling for one year or use of the town's hydraulic model. Due to accuracy of this model and continuous updating by staff, we will implement this option hence saving the town thousands of dollars by eliminating sampling and staff time.

UTILITY LINES DIVISION

Installations made during this period:

- New water service at 715 Valley View Ave.
- Install 1 ½ meter assembly @ 16480 Friendship & 16450 Meadow View Ct.

Training

- Max Mellott, Rick Schooley had NASSCO training in Baltimore, Md
- Utilities Lines Division – Wet tap machine demo
- Utilities Lines Division – Safety meeting
- Mike Nolan, Alex Barrett, Robert Hanshew, Andy Noland, Jared Wilson, Doug Anderson, Mark Hutchinson, Mike Osman and Stanley See attended a First Aid Class
- Alex Barrett and Mike Cummings attended Metro Tech Class (Miss Utility)
- Hank Woodward, Jason Ziemann, Doug Anderson, Andy Noland, Jared Wilson and Stanley See attended Trench Training

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

Summary Programs

- Staff performed complete maintenance on 36 fire hydrants.
- Staff completed 39 new connections to town utility system
- Staff performed 7 water leak repairs
- Staff responded to 878 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of June 18, 2004

| Department | # Vac | Position Title | Date of Vacancy | Ad Placed | Apps Rcvd | Prelim Interview | Final Interview | Offered | Accepted |
|----------------------------|-------|---------------------------------------|-----------------|-----------|-----------|------------------|-----------------|---------|----------|
| <i>Econ Dev</i> | 1 | Administrative Associate II | 3/9/01 | On hold* | | | | | |
| | | | | | | | | | |
| <i>Finance</i> | 1 | Staff Accountant | 5/21/04 | √ | √ | | | | |
| | 1 | Management & Budget Analyst | 6/4/04 | √ | √ | | | | |
| | 1 | Finance Operations Manager | 6/11/04 | √ | √ | | | | |
| | 1 | Chief Accountant (Deputy Director) | 6/11/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Eng & PW</i> | 1 | Senior Engineer (readvertise 3-1-04) | 7/1/02 | √ | √ | | | | |
| | 1 | Maintenance Worker I | 2/20/04 | √ | √ | | | | |
| | 1 | Senior Engineer | 3/22/04 | √ | √ | √ | √ | | |
| | 1 | Asst. Street Superintendent | 6/11/04 | √ | | | | | |
| | 2 | Maintenance Worker II | 7/1/04 | √ | | | | | |
| | 2 | Maintenance Worker I | 7/1/04 | √ | | | | | |
| | | | | | | | | | |
| <i>P&R</i> | | | | | | | | | |
| | 1 | Aquatics Supervisor - Readvertisement | 3/29/04 | √ | √ | | | | |
| | 1 | Recreational Program Supv | 5/18/04 | √ | √ | | | | |
| | 1 | Head Preschool Teacher | 5/19/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>P & Z</i> | 1 | Planner | 3/5/04 | √ | √ | | | | |
| | 1 | Admin Associate II | 5/10/04 | | | | | | |
| | | | | | | | | | |
| <i>Police</i> | | | | | | | | | |
| | 1 | Police Officer | 10/15/03 | √ | √ | √ | √ | √ | √ |
| | 1 | Police Officer | 2/15/04 | √ | √ | √ | √ | √ | √ |
| | 1 | Communication Technician | 2/15/04 | √ | √ | | | | |
| | 1 | Police Officer | 4/13/04 | √ | √ | √ | √ | √ | √ |
| | 2 | Police Officers | 5/23/04 | √ | √ | | | | |
| | 1 | Communication Technician | 6/28/04 | √ | √ | | | | |
| | | | | | | | | | |
| <i>Util Admin</i> | 1 | Senior Engineer | 7/1/02 | On hold* | | | | | |
| | | | | | | | | | |
| <i>Util Lines</i> | 1 | Util Maintenance Worker II | 11/10/03 | √ | √ | | | | |
| | 1 | Meter Systems Technician | 5/14/04 | √ | √ | | | | |
| | 1 | Temp full time summer worker | 5/14/04 | √ | √ | | | | |
| | 1 | Equipment Operator | 5/31/04 | √ | | | | | |
| | 1 | Maintenance Worker II | 6/11/04 | √ | | | | | |

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| | | | | | | | | | |
|----------------------------|----|--------------------------|---------|---|---|--|--|--|--|
| <u>Water Supply</u> | 1 | Sr. Water Plant Operator | 3/1/04 | √ | √ | | | | |
| | 1 | Water Plant Operator | 4/28/04 | √ | √ | | | | |
| | | | | | | | | | |
| <u>WPCD</u> | 1 | Utility Plant Operator | 4/16/04 | √ | √ | | | | |
| | 1 | Utility Plant Supervisor | 4/16/04 | √ | √ | | | | |
| | | | | | | | | | |
| <u>TOTAL</u> | 39 | | | | | | | | |
| | | | | | | | | | |

**On hold* = Department is not actively recruiting this position.

***Frozen* = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe